



# Township of Hopewell Historic Preservation Commission

## COA APPLICATION INFORMATION

### WHAT IS THE HPC?

The Historic Preservation Commission (HPC) is a formally appointed body authorized by the Municipal Land Use Law established in 2000 to help protect the architectural and cultural heritage within Hopewell Township. Among its responsibilities, the HPC considers the effects of proposed exterior changes to individual locally designated Historic Landmarks, and buildings and properties within the Historic Districts, and comments on the appropriateness of those changes. The five Members and two Alternate Members of the HPC include a person with knowledge of building design, construction or architectural history, a person who is knowledgeable of local history and citizens with an interest in history, historic preservation, or a related field.

### WHAT THE HPC REVIEWS

The HPC reviews all proposed exterior changes at Historic Landmarks or on any property within the bounds of a Historic District. The HPC reviews the proposed changes to determine whether they are appropriate to the individual property and within the surrounding historic context in regard to the architectural style, general design, arrangement, location, and materials. Once the HPC determines that the proposed changes are appropriate, they will request that a Certificate of Appropriateness (COA) be issued for the proposed work. The types of projects reviewed by the HPC include:

- Change of the exterior appearance of any building, structure, site, object or improvement including additions, alteration, reconstruction, or replacements of materials
- Relocation or demolition of any building, structure, site, object or improvement
- Changes to fences, walls, or garden structures

HPC review is required for some work that would not otherwise require building permits including door and window replacement. It should also be noted that a COA is necessary but not sufficient for the granting of a building permit. The applicant must obtain a Certificate of Appropriateness (COA) as well as all necessary permits prior to proceeding with any work.

### WHEN IS A COA NOT REQUIRED?

- The HPC does not review interior changes, unless they affect the exterior appearance of the building.
- The HPC does not review paint colors when the proposed work is limited to re-painting.
- A COA is also not required for what in the Commission's opinion constitutes in-kind repair or replacement for "ordinary maintenance and repair." Property owners must demonstrate that their project constitutes "ordinary maintenance and repair" and will be requested to provide photographs, project descriptions and information regarding proposed materials to the COA Administrator for review.

Contact the COA Administrator at (609) 737-0612 ext. 643 to determine whether a project requires a COA.

### TIMING FOR REVIEW

The Township makes every effort to simultaneously conduct required reviews. If an application is incomplete, if the HPC requests a change, or if all Township deadlines are not met, the issuance of permits and approvals could take several months.

- **If the proposed work does not require a building permit:** A minimum of three weeks is required from the submission deadline of the COA application to the issuing of the COA decision
- **If the proposed work requires a building permit:** The Building and Construction Department will make every effort to review the submission for permits simultaneously with the HPC review schedule
- **If the proposed work requires a Zoning Variance:** The HPC's recommendation will be considered at the next scheduled Zoning Board of Adjustment meeting

A HPC representative will review all work for compliance with the approved COA. If changes are proposed after approval for a COA, please contact the COA Administrator at (609) 737-0612 ext. 643 to determine whether additional reviews may be required. Completed work that is not in compliance with the approved COA is subject to fines and possible removal.

## COA APPLICATION REVIEW PROCESS

To have your Certificate of Appropriateness (COA) application reviewed by the HPC, it must be submitted with the appropriate materials to the Building and Construction Department at the Township Administration Building by 4:30 p.m. 14 days prior to the HPC meeting at which the application is to be reviewed. HPC meetings typically occur the third Tuesday of each month. Please call (609) 737-0612 ext. 643 to confirm meeting dates.

The date of the HPC meeting at which this application will be considered is at 7:30 p.m. on \_\_\_\_\_. It is highly recommended that the applicant, or a project representative, attend the requisite HPC meeting in the Municipal Services Building Meeting Room to answer questions or clarify information. At the meeting, the application will be either approved with or without conditions, tabled pending additional information, or denied.

If the application is approved or approved with conditions by the HPC, and the applicant accepts the stipulated conditions, the applicant can obtain a COA from the COA Administrator at the Building and Construction Department within a week of the HPC meeting. If the HPC recommends denial of the application, the applicant can request to be placed on the agenda to appeal the recommendation at the next scheduled Zoning Board of Adjustment meeting. If the Zoning Board of Adjustment also denies the application, the decision can be appealed to the New Jersey Superior Court.

### AVAILABLE GUIDELINES

The following *Guidelines* addressing historic materials and building topics are available at the Hopewell Township Administration Building, on its web site at [www.hopewelltp.org](http://www.hopewelltp.org), and at local libraries:

- *Guidelines for Historic Properties*
- *Guidelines for Architectural Styles*
- *Guidelines for Exterior Maintenance*
- *Guidelines for Roofing*
- *Guidelines for Exterior Woodwork*
- *Guidelines for Masonry & Stucco*
- *Guidelines for Wood Windows & Doors*
- *Guidelines for Porches*
- *Guidelines for Historic Landscapes*
- *Guidelines for Additions & New Construction*

## APPLICATION CHECKLISTS

The HPC must have all required information to review a COA application or to make a determination that a COA is not required. If all required information is not submitted, the application may be recommended for denial or tabled until all the information is received.

### Repairs and Replacements

- ☐ 2 copies Certificate of Appropriateness Application
- ☐ Map with property location circled
- ☐ 4"x6" (or larger) labeled photographs showing all exterior views of building or structure
- ☐ Samples or catalogue cuts of materials to be used
- ☐ Any additional information required by the HPC after an initial consultation or review

### Renovations, Alterations, Additions, New Construction, Relocation and Demolition

- ☐ 2 copies Certificate of Appropriateness Application
- ☐ Map with property location circled
- ☐ 4"x6" (or larger) labeled photographs showing:
  - a. all sides of existing buildings and structures
  - b. site surrounding existing building and structure
  - c. adjacent sites, buildings, structures including adjacent properties and across streets or ways
  - d. for demolition – interior photographs
- ☐ Scaled drawings indicating all proposed changes and notations for new materials:
  - a. site plan including adjacent sites, buildings
  - b. floor plans illustrating changes (at 1/4"=1'-0")
  - c. all elevations illustrating changes (at 1/4"=1'-0")
  - d. details of new exterior elements (i.e. cornices)
- ☐ Samples or catalogue cuts of materials to be used
- ☐ For demolition applications – a structural assessment by an engineer or architect evaluating whether the property could be reasonably repaired
- ☐ Any additional information required by the HPC after an initial consultation or review

### TERMINOLOGY

- *Addition*: increase existing building or structure by building outside of existing walls and/or roof
- *Alteration*: physical change to a building or structure
- *Demolition*: intentional destruction of all or part of a building or structure
- *New construction*: complete new structure or building
- *Repair*: fix a deteriorated part of a building or structure
- *Replace in-kind*: match the original feature exactly including original material, scale, size, finish, detailing, texture
- *Replace with new*: does not match original exactly



# Township of Hopewell Historic Preservation Commission

## CERTIFICATE OF APPROPRIATENESS APPLICATION

(Please type or print legibly with ink. Shaded area completed by Township Staff.)

**PROPERTY ADDRESS** (street, city) \_\_\_\_\_

\_\_\_\_\_

Application number: \_\_\_\_\_

HPC meeting date: \_\_\_\_\_

Block/Lot number: \_\_\_\_\_

### APPLICANT INFORMATION

Daytime Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Capacity: (circle one) Owner, Lessee, Agent, Architect, Contractor, Attorney, Other (identify) \_\_\_\_\_

### OWNER INFORMATION (if different from above)

Daytime Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT DESCRIPTION (check all that apply)

☐ Yes ☐ No Does the application include all required attachments?

☐ Yes ☐ No Were the *Guidelines* brochures appropriate to the project referenced?

☐ Yes ☐ No Is this project subject to review of other historic preservation organization? (identify) \_\_\_\_\_

Proposed start date \_\_\_\_\_

☐ Adaptive Reuse ☐ Addition ☐ Alteration ☐ Demolition ☐ New Construction

☐ Repair ☐ Replace ☐ Painting ☐ Relocation ☐ Other: (identify) \_\_\_\_\_

Architectural Features	Masonry/brickwork	Siding	Trim	Roof	Dormer/cupola	Chimney	Gutter/downspout	Eave cornice/soffit	Window/screen storm/shutter	Door/screen/storm	Porch/deck/stoop/stair	Porch roof	Porch or deck column/post	Porch or deck railing/baluster	Storefront	Awning / Sign	Other building	Fence/wall/ gate	Other landscape feature
Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace in-kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace w/new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## DETAILED DESCRIPTION OF ALL EXTERIOR WORK AT THE BUILDING AND PROJECT SITE

*(See attached submissions checklist for required submissions. Indicate all exterior materials and colors. Use additional sheets if necessary.)*

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## PRESERVATION OF HISTORIC CHARACTER

*What steps will be taken as part of the scope of this work to preserve your property's historic character and that of the surrounding neighborhood?*

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## OTHER INFORMATION THE HPC SHOULD CONSIDER WHEN REVIEWING THIS APPLICATION

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By signing this application, the applicant and owner agree to property site visits by Hopewell Township staff, HPC Members and their representatives until the project has been deemed to be complete.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Owner *(if different)* \_\_\_\_\_ Date \_\_\_\_\_

### Notes:

- This completed application, along with a completed Building Permit Application (if appropriate), must be submitted to the Building and Construction Department at the Township Administration Building a minimum of fourteen (14) calendar days prior to the next HPC meeting for consideration. Work cannot commence until a Certificate of Appropriateness (COA) and necessary building permits and any zoning relief have been issued.
  - In lieu of a signature, the Owner can issue a letter stating agreement with the Application and further agrees to be bound by any conditions imposed by the granting of the Certificate of Appropriateness.
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Signature of HPC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Historic Preservation Officer \_\_\_\_\_ Date \_\_\_\_\_

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